



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 05-AD-OFOS-0003	POSITION: Retirement Examiner
POSITION SERIES: DS – 901	POSITION GRADE: DS – 11/1 – 11/10
OPENING DATE: December 10, 2004	CLOSING DATE: December 24, 2004
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE:	SALARY RANGE: \$44,129 - \$56,881 TOUR OF DUTY:
WORKSITE: 410 E Street, N.W.	AREA OF CONSIDERATION: OPRS Employees Only
PROMOTION POTENTIAL: None	NO. OF VACANCIES: One
AGENCY: Office of Pay and Retirement Services (OPRS)	DURATION OF APPOINTMENT: Permanent

This position is in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES – The incumbent receives, examines and is fully qualified adjudicate Civil Service retirement applications by applying a wide variety of legal policies and procedures for the District of Columbia Government and the U.S. Office of Personnel Management (OPM). Independently reviews and processes new claims which includes purchase of prior service, allowance for credit, voluntary deposits, refund of deductions conversion, establishment of death claims, designation of retirement beneficiary, war service, etc. Incumbent identifies and analyzes deficiencies of the work and returns inaccuracies for correction with written explanation and citations of reference sources, before submission to the Unit manager for signature. Assists survivors of former Civil Service employees in the preparation of application for refunds. Interprets disability retirement claims based on letter requests or personal interviews. Receives employee inquiries on the subject of retirement and counsels them on the various options. Analyzes the calculations of back pay awards for Civil Service retirement purposes, as necessary. Maintains an up-to-date data based filed on employees, civil service retirees, enters debit and credit records on transfers, exclusions, etc., for payroll reconciliation purposes. Provides customer service to District employees and re-employed annuitants with special needs, issues and delineates stipulated deductions and purchase of service request.

QUALIFICATIONS REQUIREMENTS: Three (3) years of progressively higher level graduate education leading to a Ph.D degree or Ph.D or equivalent doctoral degree or one (1) year specialized experience is required.

SPECIALIZED EXPERIENCE: Is experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the

ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. The ability to process Civil Service Retirement transactions accurately in an on-line, real time environment.
2. The ability to process Civil Service Retirements to meet deadline requirements set by the U.S. Office of Personnel Management (OPM).
3. The ability to manage, organize, and prioritize work.
4. Thoroughness when performing work and conscientious about attention to detail.
5. The ability to identify Civil Service rules, principles, and relationship that explain and affect data and to make correct inferences and to draw accurate conclusions on the impact of data entered into the system.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). **ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Portia Shorter
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER